

**STATE OF TEXAS
PURCHASE ORDER**

1. Agency Name & No. <p style="text-align: center;">TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306</p> <p style="text-align: center;">Tax Exempt agency of the Texas State Government</p>	4. Purchase Order No. <p style="text-align: center;">306-16-8367</p>	12. HUB: <p style="text-align: center;">N/A</p>	13. Order Type: <p style="text-align: center;">Service</p>
	5. PCC E	14. Vendor Identification No: 17428629087-000	
2. Agency Billing Address **ACCOUNTING DEPARTMENT** Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185	6. Current Document No. 7. Document (order) amt <p style="text-align: center;">\$672.30</p>	15. Vendor Address: The Carving Board Deli 6448 E Highway 290, Suite A-100 Austin, TX 78723	
*VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."	8. REF DOC 9. Service Period or Expected Delivery Date: <p style="text-align: center;">4/14/2016</p>	16. Vendor Contact Info: MaryAnn Siegel Phone: (512) 206-0300 Fax: (512) 451-3409 Email: msiegelcbddeli@aol.com	
3. Destination of goods or service FOB Destination Receiving Hours: 7:30 AM - 4:00 PM Stephen F. Austin Building 1700 Congress Ave, #400 Austin, TX 78701	10. Agency Contact: Pam Rodriguez Email: prodriguez@tsl.texas.gov		Phone: (512) 463-3037 Fax: (512) 475-3393
	11. TSLAC Project Contact: Beverly Deutsch Email: bdeutsch@tsl.texas.gov		Phone: (512) 463-7610

17. Description

Catering services for approximately 120 people at the Spring RMO Meeting on April 14, 2016 from 8am - 12pm. Catering area should be cleared and cleaned by 12pm. Services are detailed below. Quote #1 includes price details, which is attached.

Catering services will be set up at the Stephen F. Austin Building in the lobby area. Vendor should consult with TSLAC Project Contact in box #11 for set up location within the building.

Any changes in service before or on the event date should be approved IN WRITING by the TSLAC Project Contact in box #11. Please provide a signed change receipt of any changes that have been requested to the Purchasing Department. TSLAC Purchasing will need to amend the Purchase Order before payment can be processed.

TSLAC Purchase Order Terms & Conditions and Invoicing Instructions are attached. Vendor is NOT to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	66119	16	7315	7699	\$672.30	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Assorted Danishes and Fruit Muffins with Juice (Bagels can be included upon request)	961-15	120	Each	\$3.95	\$474.00
2.	Bottled Water	961-15	120	Each	\$1.35	\$162.00
3.	Coffee Service (makes up to 100 cups)	961-15	60	Each	\$1.35	\$81.00
4.	Catering Trays	961-15	1	Lot(s)	\$30.00	\$30.00
5.	10% Discount provided by Vendor	961-15	1	Lot(s)	(\$74.70)	(\$74.70)
Grand Total						\$672.30

26. Legal Cites: TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

27. Division Tracking Number: SLRM 16-080

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.
If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

28. Approval Signature 	Date <p style="text-align: center;">4/25/2016</p>	29. Vendor Signature 	Date
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CARVING BOARD DELI & CATERER

6448 Highway 290E. suite A-100
Austin, Texas 78723

www.carvingboarddeli.com
msiegelcbddeli@aol.com

QUOTE #1: \$672.30 CONTINENTAL BREAKFAST FOR 120 GUESTS

Customer	TEXAS STATE LIBRARY Beverly Deutsch	Delivery Date	April 14, 2016 @8:00 am
Address	STEPHEN F AUSTIN BLDG.	e-mail to:	bdeutsch@tsl.texas.gov
Phone	512 463-7610		

CONTINENTAL BREAKFAST FOR 120 GUESTS

Qty.	Item#	Description	Unit Price	Discount	Line Total
120		ASSORTED DANISHES AND FRUIT MUFFINS (Bagels can be included upon request) with Juice	3.95		\$474.00
120		BOTTLED WATER	1.35		\$162.00
60		COFFEE SERVICE	1.35		\$81.00
		CATERING TRAYS			\$30.00
				TOTAL	\$747.00
				LESS 10% DISCOUNT	\$- 74.70
Total					\$672.30
Subtotal					
Sales Tax					EXEMPT
Total					\$672.30

Thank you for your business!

CARVING BOARD DELI & CATERER

p. 512 206-0300 cel. 512 484-4327

**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

FY 2016

RECEIVED

FEB 22 2016

PURCHASING

☒ Purchase Requisition (PR) ☐ Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 16-8367
Division Tracking #: SLRM 16-080
Previous PO #: _____
Encumbrance # _____

Requested Delivery Date: _____

Vendor : Carving Board Deli
Address: 6448 Hwy. 290 E., Ste. A-100
City, State, Zip: Austin, TX 78723-
Phone: (512) 206-0300 Fax: _____
Contact: Mary Ann Siegel
Email: msiegelcbddeli@aol.com
Vendor ID #: 17408629087000
DUNS: _____

SAM Expiration Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Code	Comp Code
Assorted Danish, fruit, muffins, with juice	961-15	120.0	Each	\$3.95	\$474.00	66119	7699	7315
Bottled water	961-15	120.0	Each	\$1.35	\$162.00	66119	7699	7315
Coffee	961-15	60.0	Each	\$1.35	\$81.00	66119	7699	7315
Catering trays	961-15	1.0	Lot(s)	\$30.00	\$30.00	66119	7699	7315
Discount 10%	961-15	1.0	Lot(s)	(\$74.70)	(\$74.70)	66119	7699	7315
Subtotal:					\$672.30			
Shipping & Handling:					\$0.00	if applicable		
Grand Total					\$672.30			

Special Instructions: Spring RMO Conference for State Agencies April 14th 8 a.m. - Noon Stephen F Austin Bldg. To begin serving at 8 a.m. and cleaned up by noon.

Catering Service for 120 folks

*Quote attached

Division Proprietary Statement (to be filled out if service or commodity will not be competitively bid)

Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form

FY 2016

☒ Purchase Requisition (PR) ☐ Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 16-8347
Division Tracking #: SLRM 16-080
Previous PO #: _____
Encumbrance # _____

Requested Delivery Date: _____

Vendor : Carving Board Deli
Address: 6448 Hwy. 290 E., Ste. A-100
City, State, Zip: Austin, TX 78723-
Phone: (512) 206-0300 Fax: _____
Contact: _____
Email: _____
Vendor ID #: 11117777----
DUNS: _____

SAM Expiration Date: _____

B. Deutsch
1. Requestor or Contract Manager Signature always required
Beverly Deutsch (512) 463-7610
B. Deutsch 2/23/2016
2. Purchasing Liaison Signature Date
G. H. 2/23/16
3. Division Director Signature (always required) Date

Donna O'Donnell 2/24/16
6. Executive Signature (if required) Date
Donna O'Donnell 2/24/16
7. Chief Fiscal Officer (always required)* Date
P. J. Rodriguez, CFP 2/25/2016
Ordered by Date
April 14, 2016
Estimated Delivery Date

4. If IT related, send PR to Accessibility Team.

For Accessibility Team:

ADA Compliant: (Circle One) YES NO

5. Director of IRT (if required) Date

Received by Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev: 5/15/2015

Vendor Change Approvals:

Please initial and date accordingly

_____	1. _____	3. _____	5. _____	7. _____
Purchasing Signature	2. _____	4. _____	6. _____	
Date				